

Administrative Services Committee

October 18, 2016

3:00 pm – 4:00 pm

Rooms 662/301

Meeting Minutes

Present: Shannon Jesme (Chair), Stacey Hron, Bob Gooden, Clinton Castle, Lisa Gunderson, Tiffany McMillian, Joel Ziegler, Nancy Carda, Brian Huschle, Mike Curfman, Mary Fontes, Terry Wiseth, Don Campbell, and Julie Fenning, recorder.

Absent: Kristi Lane, Shad Gangl, Curtis Zoller, TRF Student, EGF Student

1. FY17 Membership and Meeting Schedule – Shannon Jesme

- a. The committee agreed on a new meeting schedule: Third Monday of the month 3:00 – 4:00 p.m. **ACTION:** Julie will send out the meeting appointments.

2. College-Wide Smoking Ban – MSCF

- a. Faculty on the East Grand Forks campus have asked that the discussion on a college-wide smoking ban be revisited, or at a minimum, move the designated smoking entrance. After discussion, it was determined that there was not enough interest from the various bargaining units, or the students, to look at this topic again. **ACTION:** Shannon will refer this item to the EGF management team to address the request to move the designated smoking entrance to another location.

3. EGF Updates

- a. Shannon provided an update on two bonding projects submitted as pre-design requests. The first one is a previously submitted request that was supposed to be funded in 2016. She shared that there is a slight possibility that it may still be funded in FY17. If not funded, then it will need to be resubmitted into scoring process. The second one is a new project designed this year.
 - i. **Lab Renovation** – This project includes science labs, safety and ADA compliance issues, and space and storage issues.
 - ii. **Effective Teaching and Learning Labs** – This project includes several health labs, computer networking, and early childhood. These programs were chosen as they are not in spaces designed for lab spaces and are severely outdated.

4. EGF Foyer Flooring - Bob Gooden shared that he would like to carpet the foyer on the EGF campus. Currently, it is a laminate flooring that is extremely slippery with even a little moisture. The carpet will also be easier to maintain, as well as help with sound reduction for the events that are held there. The committee agreed it was a safety issue and should be done. **ACTION:** Shannon will bring this recommendation to the President's Council for approval.

5. TRF Updates

- a. **Outdoor Activity Center** – Shannon Jesme gave details about a new outdoor activity equipment rental center being established on the TRF campus. The old concession stand off of the cafeteria, will be used to house and serve as a place for students to check out the equipment.
- b. **Student Center** – Clinton Castle provided an update on the new student center. The space for the old daycare center has been remodeled and refreshed for the new student center. The student housing coordinator, Abdul Chamma, will be housed in this location,

along with the student life residents. The pool and ping pong tables have been relocated to this space, and it will be open for students at various hours, seven days a week.

- i. Hours Monday - Friday 9:00 a.m. – 10:00 p.m., Saturday 1:00 p.m. – 8:00 p.m., Sunday 12:00 p.m. - 8:00 p.m.
 - ii. Cafeteria will no longer be open on Sundays.
 - c. **Airport Project** – Clinton Castle shared that the project is complete, with a few loose ends being tied up on warranty issues, bugs to work out with the mechanics of the building, and equipment to be purchased with remaining budget balances.
 - d. **Athletic Fencing** – Clinton Castle shared that he is working to contact the fencing vendor on issues with the fence, and to possibly find a new vendor to complete the athletic fencing project.
 - e. **Men's Restroom** – IT storage will be moved into the old electronics labs, and the men's bathroom will be restored. Updates will be provided and work continues.
6. **Food Service Updates** – Shannon Jesme gave an update on the food service at aerospace location. More work needs to be done to establish some options at that location. Meetings are scheduled in the near future to establish a meal program.
7. **Roseau Updates** – Stacey Hron provided an update on the progress at the Roseau site.
- a. Equipment upgrade over the summer.
 - b. IT support 10:00 a.m. – 7:00 p.m.,
 - c. More courses scheduled next semester, scheduling more evening courses.
 - d. Electronic locks set to open/close on their own.
8. **Wireless Update** – Stacey shared that they are still adding and upgrading wireless access points around the campuses. The high traffic areas have been updated with the rest replaced in the next couple weeks. These upgrades are happening at all three locations.
9. **Technology/Facilities Survey Results** – Stacey Hron provided a handout of the technology/facilities survey that was conducted this fall. The employee requests have been reviewed. If it was a request that could be completed, it has been completed. If not, more information is being gathered.
10. **Printed Calendars** – There was a request from the student services group for the poster-size, printed calendars. These calendars were previously purchased in the bookstores. These calendars have all of the information regarding deadlines for students. Employees in student services find these valuable and request that they be printed again. **ACTION:** Shannon will see how many were purchased from the bookstore last year, and see if there is a real need for these, or if this can be a cost savings to not produce into the future.
11. **Meeting Adjourned: 4:00 p.m.**